



DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Chief Exam Proctor – Sacramento

(Salary \$11.29 – \$11.73 per hour)

The Department of Real Estate administers licensing examinations for real estate brokers and salespersons. Sales and Broker exams are generally given on weekdays. Exam Proctors can expect to arrive as early as 7:00 a.m. for the broker exams and by 7:00 a.m. or 11:30 a.m. for the Sales exams. Sales exams generally conclude by 4:30 p.m., and broker exams generally conclude by 3:00 p.m.

Duties of the Position Include:

The Examination Proctor (Chief) administers written or electronic examinations for applicants attempting to qualify for a real estate broker or salesperson's license, and individuals required to complete a Professional Responsibility examination. The "Chief" Proctor directs Assistant Examination Proctors in the course of their duties which include: Set up/clear the Exam Room; complete various types of paperwork related to the exam; inspect admittance documents and personal identification to ensure that only authorized persons are admitted to the exam site; instruct and monitor examinees to ensure compliance with prescribed rules and prevent dishonesty or collusion among examinees. Proctors are also responsible for the security of confidential exam material and booklets during the exam to be constantly aware that all booklets are accounted for, seeing that no one leaves the Exam Room without authorization, ensuring that no examination material is taken from the room and preparation of electronic as well as written reports of incidents occurring during the examination.

Examination Proctor Minimum Qualifications:

Experience: Either

1. At least twenty-five assignments with the State Personnel Board or similar agency in the administration of tests; **or**
2. One year of teaching experience; **or**
3. One year of experience in directing adults in group activities. (Graduation from a recognized college or university may be substituted for the required experience.)

Necessary/Desirable Qualifications:

- Ability to follow specific oral and written procedures
- Ability to speak clearly/audibly in front of a group
- Knowledge of principles of effective supervision and ability to direct the work of others
- Ability to work under pressure and patience and tact in dealing with the public, DRE staff and others
- Ability to use a personal computer to carry out the duties of the position.

Priority consideration will be given to qualified CalWORKS/TANF participants. Applicants must file a State Application, Std. 678 and attach a verification of CalWORKS eligibility, which must include the most recent Notice of Action showing TANF eligibility or a copy of their last aid check stub. Applicants are responsible for providing verification. You must indicate RPA #11-190 on your application in order to be considered for this position.

Applications must be submitted to address below:

Department of Real Estate
P. O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

California Relay Service: 1-800-735-2922 (Voice): 1-800-735-2929 (TDD)

Applications may be obtained from the State Personnel Board's (SPB) website at <http://www.spb.ca.gov>.
Applications will be screened and only those most qualified will be contacted for an interview.

FINAL FILE DATE: OPEN UNTIL FILLED

(11/18/11) 11-190